

POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES
MINUTES

Meeting took place on May 3, 2022, as a hybrid meeting, both in person and via Zoom.

➤ Call to Order

- Meeting was called to order by Donna Richards at 5:34 pm.

➤ Attendance:

Present:

Dory Lewis, Asst. Director
Donna Richards, Chair
Anne Mulhern, Vice Chair (Zoom)
Linda Kilbride, Secretary
Katy Aronoff
Judith Davidson
Syed Hasan (
Helen Littlefield
Christine O'Connor
Amy Watson (Zoom)

Excused:

Suzanne Frechette
Muriel Parseghian

Guest:

➤ Acceptance of / Amendment to Agenda

- The agenda was unanimously approved on a motion by Linda Kilbride and seconded by Syed Hassan.

➤ Meeting Minutes – April 6, 2022

- The meeting minutes were unanimously accepted on a motion by Judy Davidson and seconded by Donna Richards with the following correction: Friends are also accepting CDs for their sale.

➤ Status of Recruitment for Library Director

- A detriment to recruitment is the starting salary may be too low. The city is looking for someone with experience in personnel management, preparing budgets, and grant writing. It will be reposted.
- Dory Lewis can repost on MBLC website. She can also post on NH, VT, and RI state boards as well as Simmons College site.
- Donna is willing to reach out to Allison Estell at UMASS Lowell for advice.

➤ ARPA Public Input / Listening Session

- It is a wonderful opportunity to listen, gather information, and be ready to focus on the 'process' we used to determine community need/want for a library presence in the neighborhoods. Donna will put together some talking points. All the trustees are encouraged to attend. The funding for mobile library positions is in the grant. Dory is worried that we may not be able to find people.

Commented [LK1]: Donna will put together talking points. Everyone that can attend should try to Question that the positions might be in jeopardy, but it is in the grant money
Concern of Dory's that we might not be able to find people

- **Locations & Dates:**
 - Greater Lowell YMCA (35 YMCA Drive) – Wednesday, May 11th 6:00 PM
 - Boys & Girls Club of Greater Lowell (657 Middlesex Street) – Thursday May 19th 6:00PM
 - Lowell Senior Center – Wednesday, May 25th 6:00 PM
- I can send out key talking points if you want.
- **Update on Strategic Plan Implementation**
 - It was agreed that each Strategic Plan trustee supporter would report on their team efforts.
 - WOACE - SP Teams are in place (subcommittees) devoted to tackling the major goals of the Strategic Plan.
 - SPOT TEAM provides oversight of all teams – Donna
no report – Donna did ask Dory Lewis to think about who will take over the role that Sean Thibodeau played. If necessary, we could arrange for Amanda Standerfer, the SP consultant, to provide a coaching session(s)
 - WELCOME – Sy and Mulhern
 - OUTREACH – Suzanne and Mimi
 - ADVOCACY – Donna and Katy meeting held on April 26th
 - They reviewed what worked well at the general tour / reception.
 - They reviewed what could be improved for next tour / reception
 - Next steps: create a virtual tour which could provide an outline of most important things to cover.
 - It was suggested a *State of the Library* could be created from some of the information that is in the brochure. This could be an *Annual Report* which is something we are starting to work on.
 - We continue to gather facts ‘50 Ways to Love Your Library’ and collect ‘Stories’ as these are important for our social media awareness plans.
 - CULTURE – Amy and Judy
 - They are finalizing the employee satisfaction survey, looking for baseline.
 - Next step customer service statement or policy.
 - ENGAGE – Helen and Judy
- **Chairperson’s Report**
 - A copy of the Trustee Committee Assignments with the Chair of each designated was emailed.
 - Donna will be meeting with the new City Manager to bring him up to date with what is happening in the library. Donna will invite him to the next meeting.
 - Donna made a motion to move June’s meeting to June 8th. It was unanimously excepted.

- Nominating/Personnel Committee Report
Committee Members:
 - * Katy Aronoff
 - Linda Kilbride
 - Donna Richards
- Governance Committee Report
Committee Members:
 - * Suzanne Frechette
 - Syed K. Hasan
 - Anne Mulhern
 - Muriel Parseghian
- Art Committee Report
Committee Members:
 - * Amy Watson
 - Linda Kilbride
 - Donna Richards
- Outreach Committee Report
Committee Members:
 - * Donna Richards (PML Foundation)
 - Helen Littlefield (Friends of the PML)
 - Katy Aronoff
 - Muriel Parseghian
 - Mulhern shared her experience meeting with the Pawtucket Ville Citizens Group. As it came up at the last meeting that we should/could meet with our respective neighborhood groups the Outreach Committee reached out to Shauna Forcier, the city liaison, to request a meeting but have not heard back. but she has left
- Security/Building and Grounds Committee Report
Committee Members:
 - * Anne Mulhern
 - Suzanne Frechette
 - Helen Littlefield
 - Amy Watson
- Directors Report (Dory Lewis)
 - See report
- Foundation Report (Donna Richards)
 - The PMLF meeting took place on April 13, 2022.
 - The final stages of Author Night planning is underway. Jamie Ford will be speaking at the Library on May 18th. It will be offered as a hybrid event. Trustees are encouraged to attend.

- Please, please get the word out share information about the Elinor Lipman award. Submissions from writers are open until May 20th.
- The next meeting is scheduled for May 18, 2022.
- Friends of the Library Report (Helen Littlefield)
 - No meeting since last trustee meeting. next Meeting May 12 Took donations for 3 Saturdays. The Friends are prepping for the sale next two Saturdays. Sale dates: Friday 10-3 Saturday 10-3. Breakdown and clean up 3-5. They are looking for volunteers. Waiting to hear from the high school
 - Judy suggested putting things out on Twitter and to ask City council to put it out.
 - Dory stated that Beth deals with National Honor Society volunteers.
- Old Business
- New Business
 - Mulhern requested a written report explaining Overdrive vs Hoopla services and an expenditure report of how the library is charged for both services. She raised the question, Pollard is in the top third of users of the Overdrive service, perhaps it is charged proportionately to its patron's usage by the MVLC. If so, does it get a proportional vote on items? All this would be good to know.
 - Keeping Trustees 'in the loop' – sharing of information – As you think of issues that you feel need to be addressed send them to Victoria and me and we will make sure they get on the agenda.
 - Items for future agenda:
- Adjournment
 - The meeting was adjourned at 6:27 PM on a motion by Donna Richards and seconded by Helen Littlefield. All in attendance were in favor.
 - Our next meeting is Wednesday, **JUNE 8, 2022**.